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| NEVADA DEPARTMENT OF CORRECTIONS | SERIES 300 PERSONNEL | SUPERSEDES: AR 352 (02/01/90) |
| ADMINISTRATIVE REGULATIONS MANUAL | ADMINISTRATIVE REGULATION 352 IDENTIFICATION CARDS TEMP | EFFECTIVE DATE: 12/17/03 |

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PURPOSE

To maintain the security of the Department's institutions and facilities.

To provide for the identification of employees, guests and visitors.

To establish specific criteria for the issuance and control of non-inmate identification cards.

AUTHORITY

NRS 209.131

RESPONSIBILITY

It shall be the responsibility of each Appointing Authority to ensure compliance with the provisions of this regulation.

DEFINITIONS

APPOINTING AUTHORITIES – Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include Assistant Directors, Medical Director, Wardens, and Correctional Programs Division Administrator.

CONTRACT SERVICE PROVIDER – A private person or organization that agrees to furnish materials or to perform services for the Department or any of its institutions at a specified price. A contract service provider is subject to all applicable rules and regulations of the institution.

DEPARTMENT – The Nevada Department of Corrections.

DEPARTMENT PERSONNEL DIVISION – The Personnel Division within the Nevada Department of Corrections.

DIRECTOR – The Director of the Nevada Department of Corrections.

EMPLOYEE – A person legally holding a position with the Department in the public service as defined in NRS 284.015.

WARDEN – The administrative officer in charge of an institution of the Department.

APPLICABILITY

This regulation shall apply to all Department Employees, Contract Service Providers, and Visitors.

PROCEDURES

352.01 STAFF IDENTIFICATION CARDS

1.1 Staff identification cards shall clearly identify the holder as an Employee of the Department.

1.2 Staff identification cards must be authorized for issuance by the Department Personnel Division.

1.2.1 The numbering and distribution system for staff identification cards shall be established and coordinated through the Department Personnel Division.

1.3 When an Employee changes positions within the Department they shall be issued a new staff identification card by the Department Personnel Division.

1.4 The Carson City School District, WNCC, and WINGS shall be issued staff identification cards.

352.02 GUEST IDENTIFICATION CARDS

- 1.1 All permanent Contract Service Providers shall be issued a guest identification card signed by the Director of the Department.
- 1.2 Guest identification cards shall clearly identify the holder as a guest of the Department.
- 1.3 Guest identification cards must be authorized for issuance by the Director, Appointing Authority, or respective Warden.
- 1.4 Guest identification cards will only be issued to guests of the Department after the background check has been cleared, and if their business is frequent and lasting.
- 1.5 The numbering and distribution of the guest identification cards will be established and coordinated through the Department Personnel Division.

352.03 VISITOR – TEMPORARY IDENTIFICATION CARD

- 1.1 Temporary visitor identification cards shall be issued at the institution to all temporary visitors, unless an exception is made the Director, Appointing Authority or Warden.
- 1.2 Temporary identification cards shall be issued to employees who not have their staff identification card in their possession, prior to entry at an institution.
- 1.3 All temporary identification cards shall be returned upon departure.
 - At no time will temporary identification cards leave the respective institution.
- 1.4 Each institution must develop internal procedures for the issuance and control of temporary identification cards.

352.04 REPORTING AND REPLACEMENT OF IDENTIFICATION CARDS

- 1.1 Lost or stolen identification cards shall be reported immediately to the employee's immediate supervisor.
- 1.2 Replacement identification cards shall only be issued upon the authorization of the Department Personnel Division.
- 1.3 There will be a \$5.00 replacement cost for lost identification cards.
 - 1.3.1 The Department Personnel Division shall collect this fee, issue a receipt, and forward to the Department Accounting Division.

352.05 CONFISCATION OF IDENTIFICATION CARDS

- 1.1 Staff identification cards shall be confiscated when:
 - 1.1.1 It is found that the bearer of the card is not or is no longer employed by the Department, or if the cards shows evidence of tampering.

1.1.2 An employee terminates employment with the Department.

1.1.3 An employee is placed on administrative leave pending disciplinary action or investigation.

1.2 Guest identification cards shall be confiscated when the approved Contract Service Provider no longer has frequent and lasting business with the Department.

1.3 All confiscated identification cards shall be forwarded to the Department Personnel Division for appropriate disposition.

1.4 Any violation of identification card regulations shall be reported to the highest ranking institution employee on duty at the time of the violation discovery.

352.06 RETIRED STAFF IDENTIFICATION CARDS

1.1 Employees who retire from the Department may request issuance of a retired staff identification card.

1.2 Such requests must be approved by the Director or designee.

1.3 Retired staff identification cards shall clearly identify the holder as a retired Employee.

1.4 The distribution of the retired staff identification card shall be coordinated through the Department Personnel Division.

REFERENCES

None

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL PRIOR PROCEDURES ON THIS SPECIFIC SUBJECT.